



CIVICORPS SCHOOLS JOB DESCRIPTION

POSITION TITLE: Data and Grants Specialist

DEPARTMENT: Development

REPORTS TO: Director of Development

DIRECT REPORTS: None

FLSA STATUS: EXEMPT

POSITION SUMMARY

The Data and Grants Specialist contributes to the overall mission by helping to track data across the organization to be used in government and foundation grant reports and proposals. This position will work with various departments to gather, track, and report on a diverse array of data.

This position will work closely with the Grants & Compliance Manager to input data into online reporting databases and will also help craft report narrative. This position will also work with the Institutional Giving Manager to research prospective foundation and corporate donors. There is an opportunity to learn about grant writing and grow those skills, if desired.

The ideal candidate will be an organized and resourceful professional with a strong attention to detail as well as creative problem solving skills. S/he should be committed to opportunity youth and education equity. This is a full-time, salaried position with benefits.

REPORTING RELATIONSHIPS

The Data and Grants Specialist reports to the Director of Development and is part of a five-person development team. S/he collaborates with Program and Finance staff to gather and track data across the organization

PRIMARY RESPONSIBILITIES:

- Manages all data tracking, analysis and quality control
- Works with Program staff to gather and input needed data for government and foundation grant reports, and inputs data into Salesforce and Excel data trackers
- Creates monthly outcomes data and bi-monthly expenditure check-ins with both Program and Finance to ensure that we are on track to meet our goals
- Works with the Grants and Compliance Manager and Finance staff to track expenditures to the appropriate grants, and works with the GCM to maintain data tracking tools and processes
- Helps draft all monthly and quarterly government reports and invoices



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- Supports the Institutional Giving Manager by conducting targeted research to identify new Foundations and Corporate sponsors and help grow the existing portfolio of funders
- Inputs all government grant data into online databases Cityspan and CalJOBS
- Assists the Grants and Compliance Manager with grant contracting and schedules
- Updates dashboards that track program outcomes and financial data
- Assists Program staff with maintaining high-quality grant files

PROFESSIONAL QUALIFICATIONS

- We are looking for someone with a strong attention to detail who is a creative problem solver and is able to work with different teams to gather the needed data.
- Familiarity with or beginning skill-development in fundraising or data management
- Bachelor's degree or an ongoing commitment to professional development
- Familiarity with Salesforce preferred but not required
- Intermediate Excel skills preferred but not required
- Ability to work independently and strength in multi-tasking, goal-setting, and workload prioritization
- Thrives as part of a team with diverse experience, expertise, skills and objectives
- Commitment to Civicorps' mission

OTHER QUALIFICATIONS

- Commitment to serving the East Bay community as well as in interest in stewardship for the environment and working with urban youth.
- Ability to work in harmony in a community based organization with a diverse staff, students, families and/or partnerships.

WORK REQUIREMENTS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily indoor environment; noise level moderate. While performing the duties of this job, the employee is required to sit, stand, walk, talk or hear.

NOTICE: The statements herein are intended to give a broad description of this job function and should not be construed as an exhaustive list of all responsibilities, duties and skills required. Other duties and/or projects may be assigned.

Civicorps is an equal opportunity employer. We do not discriminate based on race, color, creed, gender, religion, sexual orientation, marital status, gender identity and expression,



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domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, veteran status, or any other unlawful consideration.

Employee Signature

Date